



ARBOR DAY MINI GRANT REPORT

*This information is required under authority of Part 5 of the Natural Resource and
Environmental Protection Act, 451, PA of 1994, as amended, and the
U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, to receive grant reimbursement.*

Grant No.: _____

TOTAL AMOUNT SPENT ON PROJECT

| | | | | |
|-------------------------------|----|-------|---|--|
| Personnel/Fringe Benefits | \$ | _____ | | |
| Volunteer Valuation* | \$ | _____ | | |
| Travel | \$ | _____ | | |
| Equipment | \$ | _____ | | |
| Supplies (trees, books, etc.) | \$ | _____ | | |
| Other | \$ | _____ | | |
| Contractual Services | \$ | _____ | = | \$ _____ Federal Grant Funds |
| TOTAL: \$ | | ===== | = | \$ _____ Grantee's Matching Contribution |

VOLUNTEER TIME RECORD

*** NOTE** Use the following rates to value volunteers: \$16.50/hr. for adults and \$8.25/hr. for those 16 and under. This section must be completed if volunteer time is used on the project (recorded under "Volunteer Valuation" above). Additional sheets may be attached.

| Name | Activity Description | Date Performed | Hours | Value/Hour | Total Value |
|------|----------------------|----------------|-------|------------|-------------|
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TREE INVENTORY RECORD
Complete the following if trees or other plants were planted.

| Date Planted | Location (Be Specific) | Type of Tree/Plant | Condition of Tree/Plant |
|--------------|------------------------|--------------------|-------------------------|
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TREE MAINTENANCE AGREEMENT

This certifies that the grantee will provide reasonable and customary tree or plant care and maintenance for three (3) years after planting. Maintenance includes mulching, fertilizing (if needed), pruning, trimming, tree stake removal after one (1) year (if used), insect and disease management (as needed). The Department of Natural Resources may inspect or request inspection information for up to three (3) years after planting.

REPORT CERTIFICATION

I, the undersigned, certify that the reporting information herein is correct, and I understand and agree to the tree maintenance requirements above (if applicable).

 Grantee Representative's Signature

 Date

FOR GRANT REIMBURSEMENT, THE FOLLOWING INFORMATION MUST BE SUBMITTED:

- ☐ Completed and signed Arbor Day Mini Grant Report (PR 4116-1)
- ☐ USDA Certification Regarding Drug-Free Workplace Requirements (Form AD-1049)
- ☐ Request for Tax Payer Identification Number and Certification (if applicable) (Form W-9)
- ☐ Copies of invoices, vouchers, and receipts that support expenditures on this project.
- ☐ If library materials were purchased, a list of those materials.
- ☐ A short narrative (less than one page) describing the project and project activities.
- ☐ Photographs of tree planting (if possible).

RETURN THE COMPLETED AND SIGNED REPORT TO:

**ARBOR DAY MINI GRANTS
 MICHIGAN ARBOR DAY ALLIANCE
 271 WOODLAND PASS, SUITE 200
 EAST LANSING MI 48823**

Telephone: 517-337-4999